

<<Company Name>>

[Head]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

We would like to confirm the offer of appointment as a <<job title>> on a zero hours basis with the Company") of appointment as a principal terms of our discussions.

This offer is subject to the Company reference(s) and << >> character reference(s) which are deemed to confirm the names and addresses of the referees from whom the reference is taken and that we may write to them.

This offer is also subject to you providing evidence to the Company proving your legal right to work in the UK. On receipt of this evidence you should bring your passport (and other documentation, if necessary) and have copies taken of these documents for our records.

You will initially be working at the << >> << >>.

Your salary will be based on the << >> you work. [Your normal hourly rate will be £<< >> or such other rate as may be agreed in writing,] [Your normal hourly rate will vary according to the work assigned and shall not be less than £<< >> per << >>], payable <<eg. monthly >>.

[Your work does/does not attract benefits]

The other terms and conditions of employment are set out in the Contract, two copies of which are enclosed. The Contract, along with your contract with us.

Please sign and date both copies of the enclosed and both copies of the enclosed

Contract where indicated, to complete and accept the terms and conditions.

Please keep one signed copy of this Offer Letter for your reference, and return one signed copy to us as soon as possible.

When writing, please could you contact us if you are free to commence work with us. We understand this date may change, at some time, please advise us of any medical conditions, allergies, disabilities or other issues you should be aware of.

If you have any questions concerning this offer please let us know as soon as possible and we will do all we can to assist you.

We look forward to your reply and to welcoming you to the Company.

Yours sincerely

<<Name>>

<<Title>>

I accept the terms set out in this Offer Letter and the associated Contract.

Signed: .....  
<<Full Name of Employee>>

Dated: .....

Encl.

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